



Insights into Doing Business with the State of Maryland

Technical Training Classroom Webinar
December 15, 2022





Governor's Office of Small, Minority & Women Business Affairs

- Connect small businesses to greater economic opportunities
- Oversight, monitoring, and compliance of three socioeconomic procurement programs across 70 state agencies/departments
- Conduct statewide outreach and training programs
- Host online resources for small business growth and development

<https://gomdsmallbiz.maryland.gov>

Agenda



- 1. Basic Expectations**
- 2. Doing Business with the State of Maryland**
- 3. State Contracting Pipeline**

Know Your Customer



If you want to compete with confidence in the State contracting arena, you have to understand how your customers buy things.

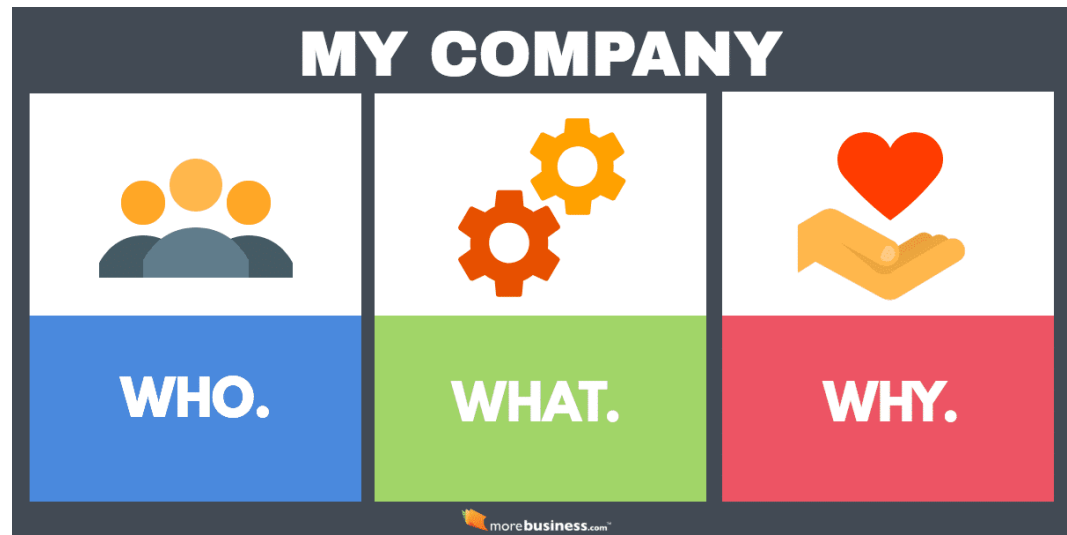
Meeting Basic Expectations

- Business Plan
- Cash Management Plan
- Marketing Plan
- Technology Plan
 - Website
 - Email address
 - Electronic payment methods



Know Your Company

- Don't try to be all things to all people
- Identify your niche
- Understand your strengths & weaknesses
- Lead with expertise
- Prove it with past performance

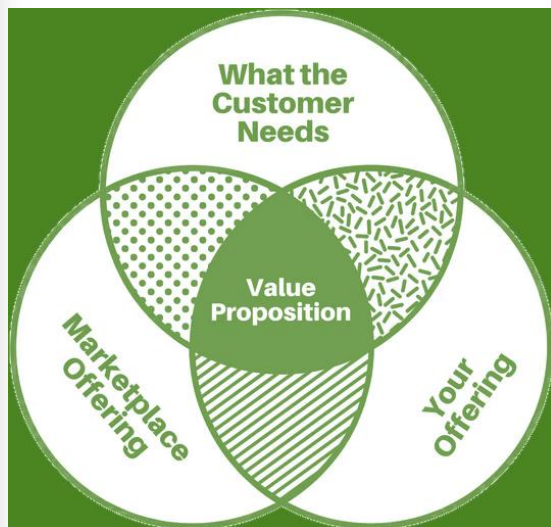


Know Your Market

- Understand your demographics
- Know your competition
- Pay attention to economic indicators
- Pay attention to industry trends
- Do market research



Know Your Value Proposition



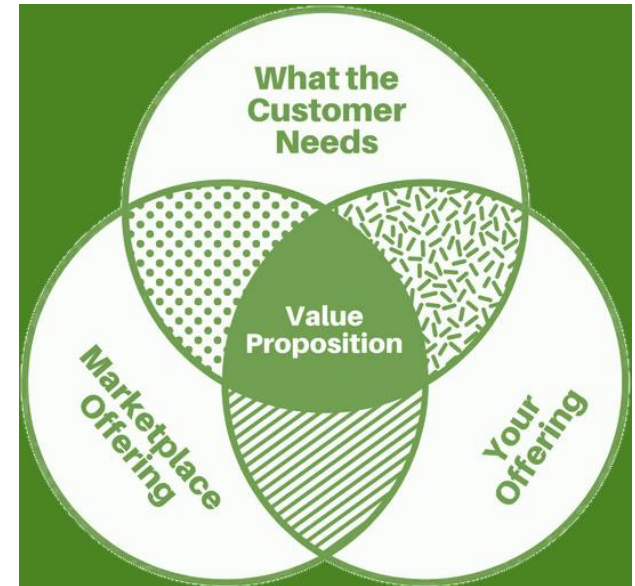
The value proposition serves as the connection between a company and its customers.

- *Harvard Business School's
Institute for Strategy
& Competitiveness*

- **Clearly identify why a product or services is best suited for that particular customer**
- **Be communicated across multiple channels (point of sale, website, social media, advertising, etc.)**
- **Be unique and specific (“on brand”)**
- **Be persuasive; turn a prospect into a customer**

Sample Value Propositions

- The Smartest Way to Get Around
 - ***Uber***
- The Experience IS the Product
 - ***Apple iPhone***
- Great Writing, Simplified
 - ***Grammarly***
- Website Behavior Tracking at an Unbeatable Price
 - ***CrazyEgg***



Capability Statement

The BASICS

- Absolutely necessary
- First impressions matter
- Door-opener
- Electronic & paper formats

The DESIGN

- 1 page; front only
- Fancy graphics are not necessary
- Title: “Capability Statement”

Capability Statement

CONTENT

- Logo
- Contact information
- Company data
- Core competencies
- Differentiators
- Past Performance

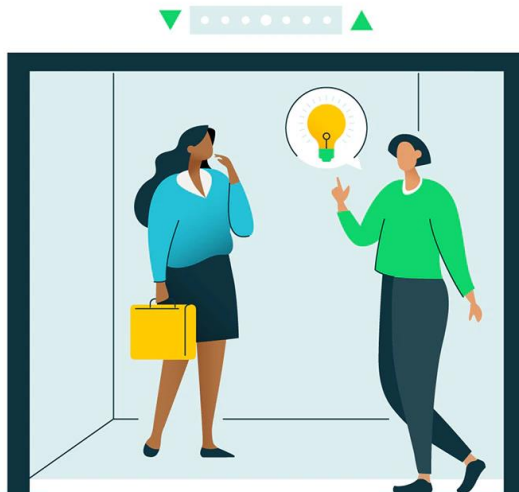
AUDIENCE

- Customize it!
- Make multiple versions
- Create a boilerplate
- Update core content as necessary

CAPABILITY STATEMENT	
Your Logo Here	
TargetGov Tip: This is a content & design template. Show your logo and contact information, with a specific person's name, phone and email	
Core Competencies	
Tailor your Capability Statement to reflect your audience. An example first sentence is, "[Your Company] is able to help the [Target Agency or Prime Contractor] in their requirement for [specific requirements]."	
Short introduction statement relating the Company's Core Competencies to the agency's specific needs followed by keyword heavy bullet points.	
TargetGov Tips: <ul style="list-style-type: none">• No long paragraphs• Use short sentences followed by keyword heavy bullet points• Create a new document for each agency mission or specific opportunity• Call this document a Capability Statement• Preferably, this Capability Statement is one page, one side• Go to two sides only if absolutely necessary• Save and distribute as a PDF, not a Word, PowerPoint or other format	
Differentiators	Company Data
Identify what makes you different from your competitors and how this benefits the targeted agency. Use metrics	Put one very brief paragraph of company description detailing pertinent facts here. TargetGov Tip: Readers will visit your website for additional information. Make sure your website is constantly updated and government-focused.
TargetGov Tip: Relate your key differentiators to the needs of the agency, prime or teaming partner.	List Specific Codes: <ul style="list-style-type: none">• Socio-economic certifications: B(a), HUB Zone, SDVOB, etc.• DUNS• NAICS• CAGE Code• Accepts Credit and Purchase Cards• GSA Schedule Contract Number(s)• Other Federal Contract Vehicles• BPAs and other federal contract numbers• State and other contract numbers
Use metrics – what have you done in your company's history. Create x amount, done x number of times, etc.	
Past Performance	
List past customers for whom you have done similar work. Prioritize by related agency, to all federal to other governments to commercial contracts. If the past projects do not relate to the targeted agency's needs, do not list. Only list past performance from the past 3 years.	
Formatting: Name of the Agency, Department, or Company. Contract # (if applicable), Value, Timeframe, Brief description of the work done. Include metrics or customer benefits. End with Contract: Name, Position/Title, Email, Phone	
TargetGov Tip: Ideally, include specific contact information for immediate references. Include name, title, email, and phone.	
Your address, phone numbers (voice, mobile, and fax), email, website, and other related contact information	
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Perfect Your Pitch

- The Elevator Pitch is alive and well!
- Choose every word carefully and update contents as the business grows.
- Practice, perfect, practice ... and repeat indefinitely.

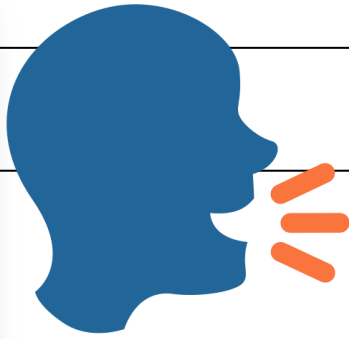


1. Introduce yourself & your company
2. Describe what you do (solve problems)
3. Highlight your value proposition
4. Give them something to remember (differentiators)
5. Engage with a question

Sample Elevator Pitch



Hi, I'm Alison Tavik, Founder of Unique Mobile Apps. My company develops mobile applications that small and mid-size businesses use to train their staff remotely. This means senior managers can spend time on other important tasks. We actually visit each customer to identify their specific needs, which is a unique practice in our industry. As a result, 95 percent of our clients are happy with the first version of their app. So, how does your organization handle new employee training?"



Sample Elevator Pitch

(1) Hi, I'm Alison Tavik, Founder of Unique Mobile Apps. (2) My company develops mobile applications that small and mid-size businesses use to train their staff remotely. (3) This means senior managers can spend time on other important tasks. (4) We actually visit each customer to identify their specific needs, which is a unique practice in our industry. (4) As a result, 95 percent of our clients are happy with the first version of their app. (5) So, how does your organization handle new employee training?"



Sample Elevator Pitch

Hi, I'm Alison Tavik, Project Manager with Age Well Remodeling. We modify single family homes to accommodate the needs of aging residents who want to remain in the home they love. Our experts know the small changes that will make a big impact on their long-term comfort and safety. I'm not exaggerating when I say that every homeowner we have worked with said they preferred investing in their own home rather than moving to an assisted living community. Where do you plan to live throughout your retirement years?"



Sample Elevator Pitch

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Know Your Customer

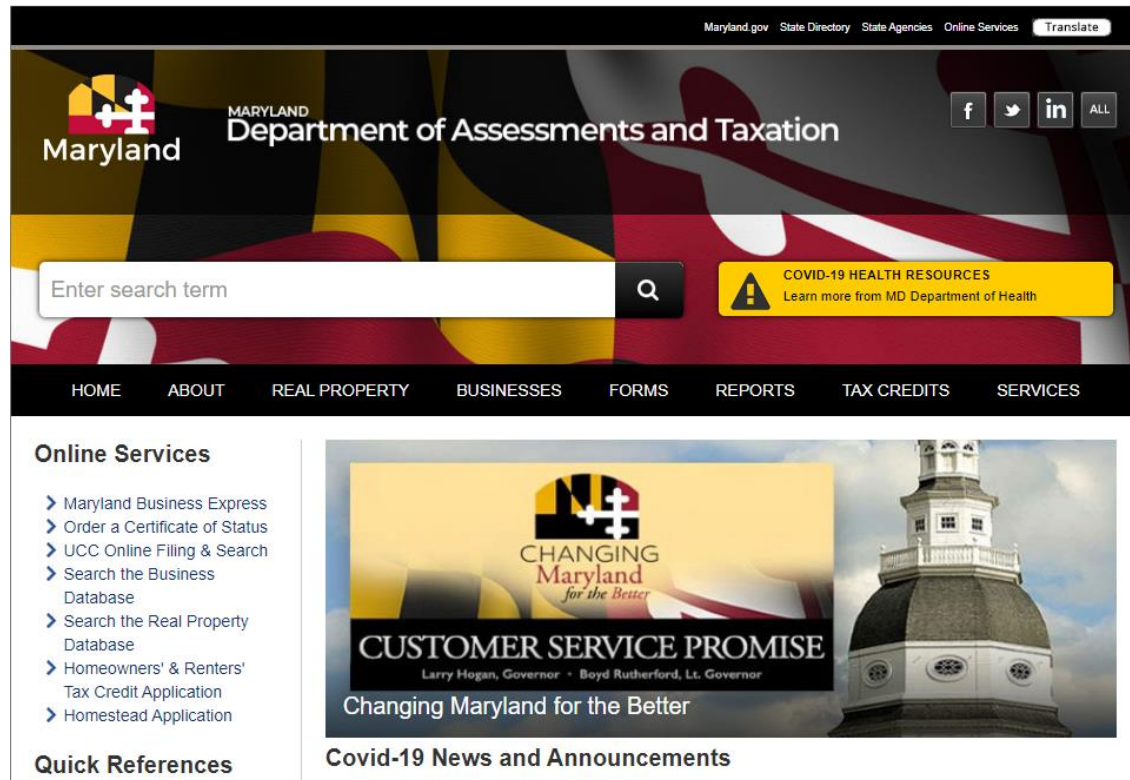
Doing Business with the State of Maryland



Know Your Customer

Your business must be in Good Standing with the Maryland Department of Assessments and Taxation.

<https://dat.maryland.gov/Pages/default.aspx>



The screenshot shows the homepage of the Maryland Department of Assessments and Taxation (DAT). The header features the Maryland state flag and the DAT logo. A search bar is prominently displayed. A yellow banner highlights COVID-19 health resources. The navigation menu includes links to Home, About, Real Property, Businesses, Forms, Reports, Tax Credits, and Services. The main content area is divided into three sections: Online Services, Quick References, and Covid-19 News and Announcements. The Online Services section lists various business-related services. The Quick References section provides links to important documents. The Covid-19 News and Announcements section features a graphic with the text "CHANGING Maryland for the Better" and "CUSTOMER SERVICE PROMISE".

Online Services

- Maryland Business Express
- Order a Certificate of Status
- UCC Online Filing & Search
- Search the Business Database
- Search the Real Property Database
- Homeowners' & Renters' Tax Credit Application
- Homestead Application

Quick References

Covid-19 News and Announcements

Know Your Customer

All solicitations over \$15,000 must be publically posted (advertised) on eMaryland Marketplace Advantage (eMMA).

<https://emma.maryland.gov/>

Welcome to eMaryland Marketplace Advantage (eMMA)



eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBE) Program.

eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!

Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at eMMA.helpdesk@maryland.gov.

LOGIN

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 Email / Username

Login must have a value

Password*



Login

State SSO
Login(SecureAuth)

MDot SSO
Login(MSAzure)

[Lost your password?](#)



[New Vendor? Register Now](#)



[Public Solicitations](#)



[Public Contracts](#)



[Vendor Search](#)

Know Your Customer



Certification in a socioeconomic program is ***not*** a requirement for doing business with the State of Maryland.

Why Certify?

Nearly every contract with state funding is reviewed for small business designation and/or minority, women, and veteran inclusion.



State Procurement Programs

Small Business Reserve (SBR) Program

- Prime contracting program
- 15% set-aside
- Race and gender neutral
- State-defined small business eligibility standards apply
- Online certification process (eMMA)
- Annual renewal

Minority Business Enterprise (MBE) Program

- Subcontracting program
- 29% aspirational goal
- Race and gender specific
- Application-based certification process
- Annual renewal

Veteran-Owned Small Business Enterprise (VSBE) Program

- Subcontracting program
- 1% aspirational goal
- 3-Step certification process includes **verification** of veteran status
- Annual renewal

MBEs and VSBEs are encouraged to perform as a prime contractor.

What is Procurement?



*COMAR Title 21,
Section 21.01.01.03*



The act of obtaining or buying goods and services through a process that includes preparation, processing, selection, compliance, and approval of payments.

Competition is Key

- Competition is an integral part of procurement
- Socioeconomic programs DO NOT eliminate competition



Basic Procurement Terminology

- SF&P
- RFP
- Offeror
- Master Contract
- Statewide Contract
- Task Order
- COMAR
- IFB
- Bidder
- NTP
- IDIQ
- Payment Report





Typical Solicitation Process

The Planning Phase

Need Identification –

- Identify what goods or services are to be purchased
- Research and answer the following questions:
 - Are there any exemptions?
 - Is a Request for Information (RFI) needed?
 - What does market research show for cost estimates, potential resources, latest innovations, etc.?
 - What contract type will be used?

Pre-Solicitation –

- Determine the best method to obtain the identified goods or services
- Research and answer the following questions:
 - Are there State resources available?
 - Are there State contracts available?
 - Are certified small businesses available?
- Obtain fund certification
- Address delegated purchasing authority
- Select the procurement method
- Plan the solicitation
 - Establish the timeline
 - Select the team

Solicitation Preparation –

- Draft the solicitation
- Create the scope of work or statement of need
- Identify minimum qualifications and requirements
- Determine if third party consultants are needed
- Establish socioeconomic goals
- Finalize documents for review and approval

Typical Solicitation Process

The Procuring Phase

Solicitation –

- **Public Advertisement and Notice**
 - Post on eMMA (if value is estimated to be over \$15,000)
- **Host pre-bid/proposal conference (always required if an MBE goal has been established)**
- Communication between the procurement officer and vendors
- **Amendments to the solicitation**
- Receiving vendors' responses – bids or proposals

Review / Evaluation Process –

- Public Bid Opening for IFBs
- Conduct initial reviews of bids/proposals
- Technical Proposal Evaluations for RFPs
- Financial proposal opening for RFPs
- Final evaluations for RFPs
- Conduct final review for IFBs – determining lowest responsive bid from the responsible bidders
- **Award recommendation**
- **Unsuccessful offeror debriefings for RFPs**
 - **Limited to discussion of the unsuccessful offeror's proposal**

Award Process –

- Final approvals
- Internal agency approvals
 - Control Agency Approvals
 - Board of Public Works (BPW) Approvals
- Execution of the contract
- Publication of contract award on eMMA
 - Not including contracts \$50,000 or less (small procurements)

Typical Solicitation Process

The Performance Phase

Contract Administration Process & Contract Commencement –



- Conduct a kick-off meeting
- Monitor contract performance
- Payment for accepted goods and services
- Contract renewal options & modifications (if necessary)
- Re-procurement plans (if necessary)
- Contract close out/transition



Procurement Methods

Invitation for Bid (IFB)

- Seeking a price
- The solicitation is typically a straight-forward and well- defined
- Commonly used to purchase supplies, capital equipment or construction work
- Typically, not used for complex purchases

The award is based on minimum qualifications and price.

Request for Proposal (RFP)

- Seeking a solution
- Designed to help the contracting officer understand the various proposed methods and approaches that can be used to meet the requirements outlined in the solicitation
- Multi-step process, commonly used for complex purchases

The award is based on technical competency and price (best value).

Late submissions are NEVER, EVER accepted.

Responsive and Responsible

“Responsive” relates to the tangible documents submitted to the State by the designated date.

Applies to both
bids and proposals

“Responsible” relates to the bidder’s technical capability to deliver the product/service as required; reliability and integrity are also factors.

Applies to both
bids and proposals





Purchasing Categories

Small Procurement – *Category I:*

- \$5,000 or less
- Can use oral, written, or published solicitation to obtain quotes
- Encouraged to solicit quotes from small & minority businesses
- Award is based on the procurement officer's judgement

Small Procurement – *Category II*

- \$5,001 - \$15,000
- Can use oral, written, or published solicitation to obtain quotes
- Encouraged to solicit quotes from small & minority businesses
- Award is based on the procurement officer's judgement

Direct Solicitation



Purchasing Categories

Small Procurement – *Category III:*

- \$15,001 - \$50,000
- Written solicitation required
- Must be published on eMMA
- Must try to get a least 2 valid quotes
- Awarded to the lowest/best **responsive & responsible** bidder/offeror

Formal Procurement:

- \$50,000+
- Written solicitation required
- Must be published on eMMA
- Must try to get a least 2 valid quotes
- Awarded to the lowest/best **responsive & responsible** bidder/offeror

Open Competition



**CUSTOMER = STATE
AGENCY/DEPARTMENT**

Prime Contractor

- Read thoroughly and follow instructions to the letter
- Attend the pre-bid meeting
- Don't guess or assume anything; ask questions until you are sure
- There is no penalty for asking questions
- Conduct your MBE outreach efforts early; cast a broad net
- Keep records of all outreach activity
- Complete the required MBE or VSBE paperwork correctly; failure to do so could eliminate you from consideration
- MBEs performing as a prime contractor may fulfill a maximum of 50% of a stated contract goal
- Request a debrief if you are not the apparent awardee

Late submissions are NEVER, EVER accepted.



Subcontractor

CUSTOMER = PRIME CONTRACTOR

- Try to respond to all requests for quotes from prime contractors
- Document all correspondence
- Don't submit quotes in a vacuum - know overall project & know your scope of work
- Follow up on all quotes
- Never sign any blank forms and keep copies of everything you sign
- Introduce yourself to the MBE Liaison at the State agency
- Identify your primary point-of-contact with the prime contractor
- Submit monthly payment forms throughout the life of the contract
- Do what you say you are going to do

State Contracting Pipeline



**eMaryland Marketplace
Advantage (eMMA)**



Procurement Forecast



Board of Public Works

Data Mining



Prime Contractors

- Competitors
- Pricing
- Contracting cycles
- Purchasing agencies
- Purchasing officers



Sub Contractors

- Primes who win state contracts
- Contracting cycles
- Socioeconomic program inclusion
- Purchasing agencies

eMMA Vendor Registration

<https://emma.maryland.gov/>

Welcome to eMaryland Marketplace Advantage (eMMA)



eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Small Business Reserve (SBR) Program and Veteran-owned Small Business Enterprise (VSBE) Program.

eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!

Additional information can be found in the [Frequently Asked Questions](#) and [Quick Reference Guides](#). Any questions please contact the eMMA Help Desk at eMMA.helpdesk@maryland.gov.

LOGIN

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 Email / Username

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Password*



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State SSO
Login(SecureAuth)

MDoT SSO
Login(MSAzure)

[Lost your password?](#)



New Vendor? Register Now



Public Solicitations



Public Contracts



Vendor Search

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New Vendor? Register Now



Public Solicitations





Public Contracts



Vendor Search

goMDsmallbiz.maryland.gov

eMMA Search – Public Solicitations

 [New Vendor? Register Now](#) [Vendor Search](#) [Public Solicitations](#) [Public Contracts](#)  Accessibility

[Public Solicitations](#)

Keywords


Water

Keyword: Water

Category

Status



Open

 Q Search

Reset

[Advanced Search](#)

Filters Status: Open X Keywords: Water X



ID	Title	Status	Due / Close Date	Publish Date	Main Category	Solicitation Type	Issuing Agency
BPM023309	RICHFIELD STATION HYDROPIILLAR WATER STORAGE TANK	Open	4/20/2021	3/18/2021	Water storage tanks	IFB: Invitation for Bid	Town of Chesapeake Beach
BPM023001	Government Building Water Infiltration – Phase II – Window Sealing & Re-Glazing	Open	3/31/2021	3/18/2021	Specialized trade construction and maintenance services	Public Notice	Charles County Government
BPM022809	ITB 2021-011 - STORMWATER MAINTENANCE AND CONSTRUCTION	Open	3/23/2021	3/17/2021	Heavy construction services	Public Notice	Calvert County Government - Administration
BPM022541	ITB 21-23, Clifton Wastewater Treatment Plant Upgrades	Open	3/24/2021	3/17/2021	Heavy construction services	Public Notice	Charles County Government
BPM023261	Purchase of Trucks Equipment & Backhoe	Open	4/12/2021	3/17/2021	Industrial trucks	Public Notice	City of Gaithersburg
BPM023241	KF-731-210-003 Repair Multiple Underground Water Leaks on Compound in Jessup, Maryland	Open	3/31/2021	3/16/2021	Building and Facility Construction and Maintenance Services	IFB: Invitation for Bid	Department of General Services
BPM022816	Runway Rubber Removal Services at BWI and MTN Airports	Open	4/1/2021	3/16/2021	Facility maintenance and repair services	Public Notice	Maryland Aviation Administration
BPM023232	South Street Water Main Replacement	Open	4/12/2021	3/16/2021	Public Utilities and Public Sector Related Services	IFB: Invitation for Bid	Town of Hancock
BPM022943	SM-000-210-003 Replace Water Fountains Facility Wide @ Historic St. Mary's City	Open	3/26/2021	3/15/2021	Building and Facility Construction and Maintenance Services	IFB: Invitation for Bid	Department of General Services
BPM023196	Underground Chilled Water and Heating Water Piping Replacement – Phase 1, Rockville Campus	Open	4/9/2021	3/12/2021	Building maintenance and repair services	Public Notice	Montgomery College

1

2

3

>

29 Result(s)

KF-731-210-003 Repair Multiple Underground Water Leaks on Compound in Jessup, Ma...

To respond to this solicitation click "Add to My Solicitation" and either login or register.

Add to My Solicitations

Title	ID	Alternate ID	Lot #	Round #	Status	Due / Close Date (EST)	Due / Close Date (EST)
KF-731-210-003 Repair Multiple Underground Water Leaks on Compound in Jessup, Maryland	BPM023241	KF-731-210-003	1	1	Open	Mar 31 2021 3:00PM	Mar 31 2021 3:00PM

Solicitation Type

IFB: Invitation for Bid

Main Category

Building and Facility Construction and Maintenance Services

on

Issuing Agency

Department of General Services

on

Procurement Officer / Buyer

Koon POMPEY

Email

Koon.Pompey@maryland.gov

Solicitation Summary

Repair Multiple Underground Water Leaks in Jessup, Maryland

Additional Instructions

All Minority Business Enterprises are encourage to respond to this Solicitation. THIS IS FOR SBR VENDORS ONLY-SMALL BUSINESS RESERVED.

Pre-Bid Conference Date

3/23/2021 10:00:00 AM

Pre-Bid Conference Details

Pre-Bid Conference is scheduled for March 23, 2021 at 10:00 A.M on site @ Maryland Correctional Institution- Jessup 7803 House of Corrections Road Jessup, Maryland 20794 (Meet Outside Entrance Gate)







Small Business Reserve Designation

Yes

Procurement Program Participation Goals

Solicitation Links

Attachments

Title	Type	
General Conditions for Construction	Specification Document (Approved)	 NEW General Conditions for Construction.pdf
SBR	Specification Document (Approved)	 SBR Contract Affidavit - 080718.pdf
Bid Proposal	Specification Document (Approved)	 Bid Proposal Affidavit.eMM.pdf
Drawings	Specification Document (Approved)	 Underground Leak Location Drawing.pdf
Notice to Bidders	Specification Document (Approved)	 Notice to Bidders Solicitation Fact sheet.pdf
Specs	Specification Document (Approved)	 Scope of Work.pdf
6 Result(s)		

eMMA Search – Public Solicitations

Advanced Search

emma New Vendor? Register Now Vendor Search Public Solicitations Public Contracts

< < Public Solicitations

Keywords

Category

Status

☒ Advanced Search

Type

Authority

☐ SBR Designation ☐ SBE Goal

Award Status

Agency ☒ MBE Goal ☐ MBE Sub-Goal

Sub Agency

☐ VSBE Goal ☐ DBE Goal

Site



Public Solicitations

Keywords

Category

Status

Open



Search

Reset

> Advanced Search

Filters MBE Goal: ☒ Status: Open ☒

ID	Title	Status	Due / Close Date	Publish Date	Main Category	Solicitation Type	Issuing Agency
BPM022918	RFP - Construction Management Services - Razing & Replacement of the Department of Legislative Services Building	Open	4/9/2021	3/19/2021	Building construction management	Public Notice	Capital Projects
BPM022913	Asian American Communities in Maryland - Historic Context Study	Open	3/30/2021	3/19/2021	Management and Business Professionals and Administrative Services	Request for Quote	Department of Planning
BPM023319	ITB 21-26 - Septic Hauling Services	Open	5/4/2021	3/19/2021	Water and wastewater treatment supply and disposal	Public Notice	Charles County Government
BPM023190	IFB-21046 VPU (HVAC) & Fire Alarm Upgrades at Yorkwood Elementary School #219	Open	4/15/2021	3/19/2021	Heating and cooling and air conditioning HVAC construction and maintenance services	IFB: Invitation for Bid	Baltimore City Public Schools
BPM023001	Government Building Water Infiltration - Phase II - Window Sealing & Re-Glazing	Open	3/31/2021	3/18/2021	Specialized trade construction and maintenance services	Public Notice	Charles County Government
BPM023205	IFB-21048 HVAC Replacement & Fire Alarm Upgrades at North Bend Pre-K to 8 School #081	Open	4/16/2021	3/18/2021	Heating and cooling and air conditioning HVAC construction and maintenance services	IFB: Invitation for Bid	Baltimore City Public Schools
BPM023133	IFB-21042 VPU (HVAC) Replacement at Collington Square Pre-K to 8 School #097	Open	4/15/2021	3/18/2021	Heating and cooling and air conditioning HVAC construction and maintenance services	IFB: Invitation for Bid	Baltimore City Public Schools
BPM022234	Transportation Planning Consultant Services	Open	4/19/2021	3/18/2021	Management advisory services	RFP: Double Envelope Proposal	The Secretary's Office
BPM023283	Environmental Consulting Services	Open	4/16/2021	3/18/2021	Environmental protection	RFP: Double Envelope Proposal	Department of the Environment
BPM023284	IFB-21-21 RESOURCES FOR STUDENTS WITH COGNITIVE DISABILITIES	Open	4/15/2021	3/17/2021	Education and Training Services	Public Notice	Baltimore County Public Schools



2 3 4 5 6 7 > 90 Result(s)

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Public Solicitations



Public Contracts



Vendor Search



Public Contracts

Keywords

Commodities

Status

Window

Q Search

Reset

Keyword: Window

> Advanced Search

Filters Keywords: X

Window

Contract Title

Vendor

Contract Type

Effective Date

Expiration Date

Publish Date Public Solicitation ID

Microsoft Windowa Enterprise	SHI	Individual	6/1/2020	10/31/2021	3/4/2021	
B-300-201-001 Resealing / Repair of Windows & Masonry Caulking at the Peoples Resource Center	East Coast Building Services, Inc.	Individual	5/26/2020	5/26/2021	9/25/2020	BPM017768
Safety and Security Window Film for MPT	AP Corp	Individual	12/16/2019	4/17/2020	12/11/2019	BPM016049

3 Result(s)



Public Contract: CTR002253 - B-300-201-001 Resealing / Repair of Windows & Maso...

Contract Title B-300-201-001 Resealing / Repair of Windows & Masonry Caulking at the Peoples Resource Center	Effective Date 5/25/2020	Contract ID CTR002253	Alternate ID 001IT821113
Vendor East Coast Building Services, Inc.	Expiration Date 5/25/2021		
Contract Type Individual			
Contract Amount 189,600.00	USD		
Procurement Officer / Buyer Daryl MOORE		Email daryl.moore@maryland.gov	
Linked Solicitation BPM017768: B-300-201-001 Resealing / Repair of Windows & Masonry Caulking at the Peoples Resource Center			
Statewide Contract No			
Federal Funding No			
Green Contract			
VSBE Goal Yes			

Contract Scope

Organizations

Department of General Services

Commodities

Building and Construction Machinery and Accessories

Procurement Forecast


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This database is populated with *projected* purchases of \$100,000 and above for the current fiscal year. Not all projected purchases will be made as indicated in the Procurement Forecast.

We strongly advise you to connect with the buyer directly for details and updates.

To obtain the contact information of the buyer, download your search results by clicking on "EXPORT TO EXCEL" below.

Search by Agency

Search by Procurement Categories

Search by Contract Value

Search by Region

Search by Projected Advertisement Dates

Agency Name: Archives

Procurement Category: Engineering Services

Procurement Method: Sole Source

Description: Lighting and Fixture


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Example #1 Results




Partial View


A	D	C	F	I	J	K	L	MI
Agency Name ▼	Incumbent Name ▼	Current MBE/DBE Participation Goal ▼	Description ▼	Estimated Total Contract Award (no options) ▼	Term of Contra ▼	PO Name ▼	PO Phone ▼	PO Email ▼
Housing and Community Development	Dovenmuehle Mortgage, Inc.	15.00%	Single Family Bond Funded Mortgage Subservicing	\$5,000,001 to \$10,000,000	5 years or more	Paul Dickman	301-429-7566	paul.dickman@maryland.gov
Transportation - Office of the Secretary	Knott Technology, Inc.	0.00%	Gigamon Wan Software Maintenance FY 18-19	\$15,000 to \$99,000	1-2 years	Joe Palechek	410-865-1137	jpalechek@mdot.maryland.gov
Police	LB&B	30.00%	Crime Lab Building Maintenance	\$1,000,001 to \$5,000,000	5 years or more	DGS	DGS	DGS
Transportation - Port Administration	Marine Technologies, Inc.	0.00%	Seafender Removal	\$15,000 to \$99,000	3-4 years	Olu Fawehinmi	410-385-4568	ofawehinmi@marylandports.com
Stadium Authority	Malstrom Electric, Inc.	12.00%	On-Call General Electrical Services	\$500,001 to \$1,000,000	2-3 years	John Samoryk	410-223-4147	jsamoryk@mdstad.com
Comptroller	NEC Corporation of America	25.00%	PBX III	\$500,001 to \$1,000,000	5 years or more	Mike Balderson	410-260-6330	mbalderson@comp.state.md.us
University of Maryland, Baltimore		0.00%	Microscopes	\$10,000,001 to \$20,000,000	5 years or more	Kristal Burgess	410-706-0772	mailto:kburgess@umaryland.edu
Coppin State University			Resident Hall Bathroom Renovations	\$1,000,001 to \$5,000,000	Less than 1 year	Thomas Dawson	410-951-3792	thdawson@coppin.edu
Housing and Community Development	Dovenmuehle Mortgage, Inc.	15.00%	Single Family Bond Funded Mortgage Subservicing	\$5,000,001 to \$10,000,000	5 years or more	Paul Dickman	301-429-7566	paul.dickman@maryland.gov

Example #2 Search



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Example #2 Results

Partial View


Procurement Category	Procurement Method	Description	Location/Delivery of Ser	PO Name	PO Phone	PO Email
Supplies and Equipment	Competitive Sealed Bid	REMOVAL	STATEWIDE	Calvin Gladden	410 767-4281	calvin.gladden@maryland.gov
Maintenance	Other	CENTER (310 & 311 W SAR	CENTRAL MARYLAND	Calvin Gladden	410 767-4281	calvin.gladden@maryland.gov
Maintenance	Competitive Sealed Bid	DGS- UNARMED UNIFORMED GUARD AT HYATTSVILLE DC/MSD	SOUTHERN MARYLAND	Calvin Gladden	410 767-4281	calvin.gladden@maryland.gov
Maintenance	Competitive Sealed Bid	ELEVATOR MAINTENANCE AND REPAIR @ 6 ST. PAUL STREET	CENTRAL MARYLAND	Calvin Gladden	410 767-4281	calvin.gladden@maryland.gov
Supplies and Equipment	Competitive Sealed Bid	STATEWIDE POLICE VEHICLES TYPE 3	STATEWIDE	Allegra Daye	410 767-4032	allegra.daye1@maryland.gov
Supplies and Equipment	Competitive Sealed Bid	STATEWIDE 2021 VANS & SUV'S	STATEWIDE	Allegra Daye	410 767-4032	allegra.daye1@maryland.gov
Supplies and Equipment	Competitive Sealed Bid	STATEWIDE 2021 LIGHT DUTY TRUCKS	STATEWIDE	Allegra Daye	410 767-4032	allegra.daye1@maryland.gov
Architectural Services	Architectural/Engineering	IQC - PROFESSIONAL SERVICES AGREEMENT	STATEWIDE	Trudy Liller	410-767-4296	trudy.liller@maryland.gov
Maintenance	To Be Determined	Kenneth Weaver Building - Repave Parking Lot and Replace Lighting	CENTRAL MARYLAND	Courtney League	410767-5516	courtney.league@maryland.gov
Maintenance	To Be Determined	Hillsboro Natural Resource Police - Building Security	EASTERN SHORE	Courtney League	410767-5516	courtney.league@maryland.gov
Maintenance	To Be Determined	Mount Nebo Wildlife Management Area - Interior Renovations and MOSH Lighting Compliance	WESTERN MARYLAND	Colleen Haynes	410767-4995	colleen.haynes@maryland.gov
Maintenance	To Be Determined	Bear Creek Hatchery - Renovate Office Shop building HVAC, Insulation, Doors	WESTERN MARYLAND	Courtney League	410767-5516	courtney.league@maryland.gov
Maintenance	To Be Determined	Albert Powell Fish Hatchery - Dock and Railing Replacement	WESTERN MARYLAND	Courtney League	410767-5516	courtney.league@maryland.gov
Construction	Competitive Sealed Bid	INSTALL NEW FIRE PANEL	CENTRAL MARYLAND	Colleen Haynes	410767-4995	colleen.haynes@maryland.gov
Construction	Competitive Sealed Bid	REPL RUBBER MEMBRANE/STONE ROOF TO TPO W/OUT ROCK	SOUTHERN MARYLAND	Colleen Haynes	410767-4995	colleen.haynes@maryland.gov
Construction	Competitive Sealed Bid	REPL ROOF & STONE W/TPO MEMBRANE W/OUT STONE	EASTERN SHORE	Colleen Haynes	410767-4995	colleen.haynes@maryland.gov
Construction	Competitive Sealed Bid	REMOVE ELEVATOR CARS, CONTROLS & REPL WITH NEW.	EASTERN SHORE	Colleen Haynes	410767-4995	colleen.haynes@maryland.gov

Board of Public Works


<https://bpw.maryland.gov/>




HOME MEETINGS PROCUREMENT WETLANDS



MARYLAND
Board of Public Works





Governor Hogan, Treasurer Davis and Comptroller Franchot.

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- [FY 2022 State Tax Rate](#)
- [Maryland Department of Health - Coronavirus Disease 2019 \(COVID-19\) Information](#)
- [FY 2021 Payment of Employee Health Care Expenses Report](#)
- [eMaryland Marketplace Advantage \(eMMA\) Registration Now Open!](#)
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Board of Public Works Meeting Documents

Board of Public Works Meeting Documents consist of:

- **Agenda** - Collection of all Items presented to the Board
- **Summary** - Synopsis of all Items presented to the Board
- **Audio Recording** - Voice recording of the Board meeting
- **Transcript** - Written recording of the Board meeting
- **Minutes (historic files)** - Collection of all Items presented to the Board with notes/summary of actions during the meeting incorporated within.

Before a meeting, the Agenda is posted - generally ten days in advance. The Summary is posted a few days later. After posting, these two documents may be updated to reflect revised, supplemental, and hand-carried items.

After a meeting, the Agenda and Summary are updated with notations showing the Board's action on each item. The Audio Recording and the Transcript are added when available.

Note: Our historic files do not contain the full collection of e-documents. You will find:

- Present-Day - 2010: Agenda, Summary, Audio Recording, Transcript
- 2011 - 1995: Agenda, Summary, Transcript
- 1994 - 1971: Agenda, Transcript
- 1971 - 1904: Minutes

Select A Year

2022 Meeting Documents

Doc Title	File Size
01/5/2022	
01/26/2022	
02/16/2022	
03/9/2022	
03/23/2022	
04/6/2022	
04/27/2022	
05/11/2022	
06/8/2022	
06/22/2022	
07/6/2022	
07/27/2022	
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08/31/2022	
09/14/2022	
10/12/2022	
10/26/2022	
11/16/2022	
12/7/2022	

Board of Public Works

<https://bpw.maryland.gov/>



DEPARTMENT OF GENERAL SERVICES
OFFICE OF STATE PROCUREMENT
ACTION AGENDA
March 10, 2021



Contact: Debra Roberts 410-767-8715
debra.roberts@maryland.gov

19-S **SERVICES CONTRACT**
Teachers and State Employees Supplemental Retirement

Contract ID: Audit Services - Maryland Supplemental Retirement Plans;
ASC-20 G50B1600001
ADPICS No.: G50P1600011

Contract Description: Audit services for the Maryland Supplemental Retirement Plans.

Award: RSM US LLP; Baltimore, MD

Contract Term: 03/25/2021* - 08/31/2025 (*or earlier upon BPW approval)

Amount: \$305,970

Procurement Method: Competitive Sealed Proposals

Proposals:

Offerors	Technical Rankings	Financial Proposals (Rankings)	Overall Rankings
RSM US LLP; Baltimore, MD	1	\$ 305,970.00 (2)	1
SB & Company, LLC; Owings Mills, MD	3	\$ 239,603.00 (1)	2
BD & Company, Inc.; Owings Mills, MD	4	\$ 363,695.00 (3)	3
UHY LLP Columbia, MD	2	\$1,567,917.11 (4)	4

Living Wage Eligible: Yes

MBE/VSBE Participation: 30% / NA

Performance Security: N/A

Hiring Agreement Eligible: No

Incumbent: SB & Company, LLC; Owings Mills, MD

Board of Public Works

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DEPARTMENT OF GENERAL SERVICES
OFFICE OF STATE PROCUREMENT
ACTION AGENDA
August 31, 2022



Contact: Courtney League 410-767-5516
courtney.league@maryland.gov

24-C. **CONSTRUCTION CONTRACT**
Military Department

Contract ID: CSMS Surface Equipment and Automotive Maintenance Facility at Havre de Grace Readiness Center; M-500-180-004
ADPICS No.: 001B3600077

Contract Description: Construct a new Combined Support Maintenance Shop (CSMS) which will include a Surface Equipment Maintenance Facility (SEMF) and Automotive Maintenance Facility (AMF) at Havre de Grace Readiness Center in Harford County. The CSMS will be a multi-functional maintenance facility that will sustain the readiness of the force by performing maintenance on military equipment and other federal equipment.

Award: Towson Mechanical, Inc.; Parkville, MD

Contract Term: 550 Calendar Days

Amount: \$32,922,000

Procurement Method: Competitive Sealed Bidding

Bids:

<i>Bidders</i>	<i>Amounts</i>
Towson Mechanical, Inc.; Parkville, MD	\$ 32,922,000.00
Encon Corporation; Bladensburg, MD	\$ 42,923,500.00
Kimball Construction Company, Inc.; Baltimore, MD	\$ 52,827,471.19

MBE/VSBE Participation: 35% / 5%


Performance Security: Performance and payment bonds for 100% of contract amount.

Incumbent: N/A




Board of Public Works

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- eMaryland Marketplace Advantage (eMMA)
- Maryland Financial Incentives for Businesses
- Maryland Business Express
- Maryland Entrepreneur Hub
- SBR Liaisons
- MBE Liaisons
- VSBE Liaisons
- MBE Rights & Responsibilities
- FY2021 Customer Service Annual Report

MINING PUBLIC DATA

eMaryland Marketplace Advantage (eMMA)

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- Slide Deck

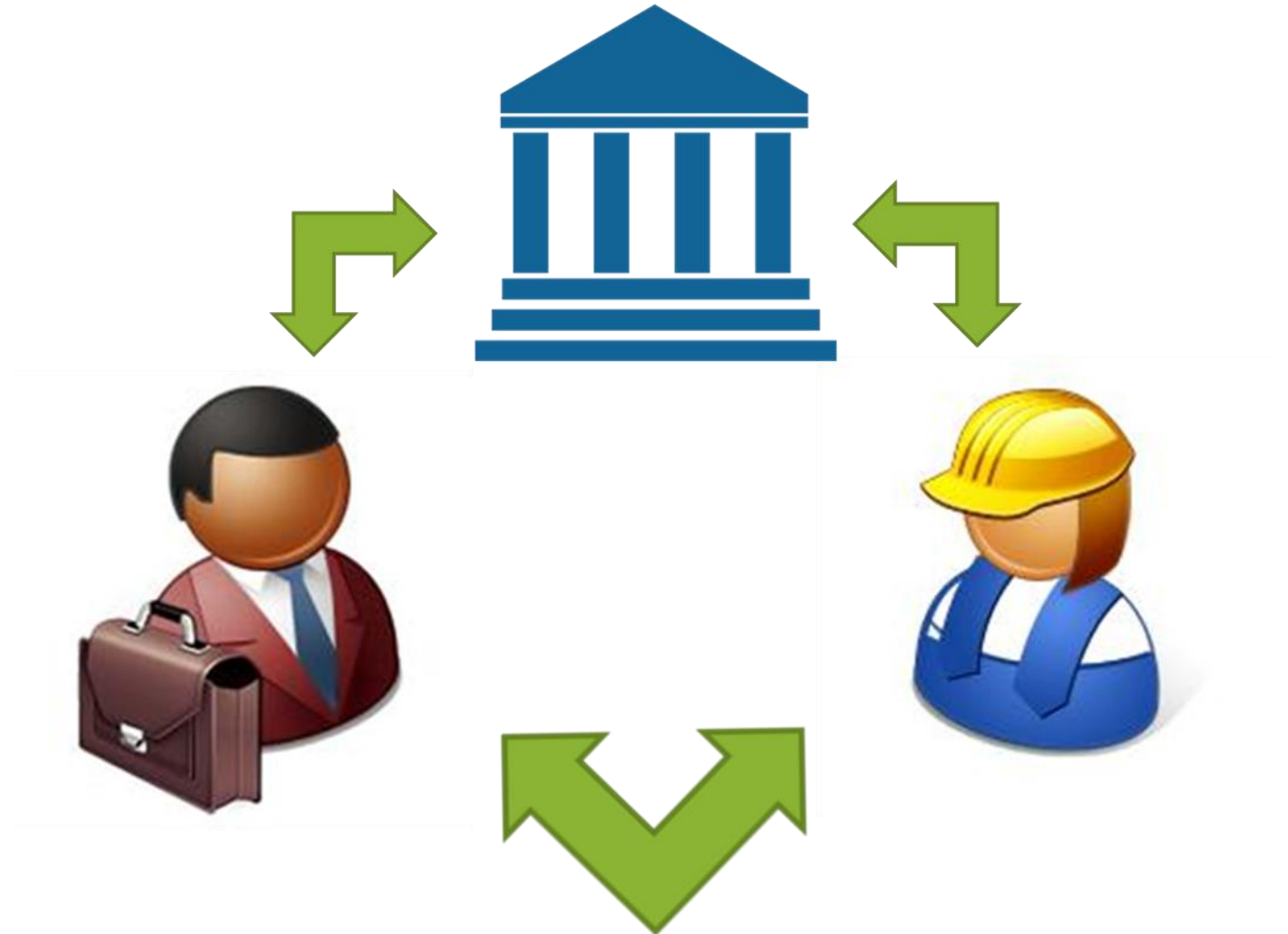
Procurement Forecast

- Video
- Slide Deck

Board of Public Works

- Video
- Slide Deck

Tailor Your Communication



Sample Email

Don't be Shy



Ms. Procurement Officer,

I see from the state's procurement forecast that the Department of General Services is planning to replace the asphalt shingle roof on the Shockley House in Western Maryland. The projected advertising dates and term of contracted are listed as "TBD". This would be a great fit for my company. Are you able to provide additional information at this time?

Sample Email

Mr. Prime Contractor,

I see from my research that XYZ Company frequently bids and wins work on state-funded construction projects. ABC Construction has solid past performance, is well-priced, and delivers amazing quality services. As a certified MBE, I can also help you fulfill subcontracting goals. I would like to explore opportunities to join your team. When can we schedule time to meet?

Don't be Shy



Sample Email

Don't be Shy



Ms. Procurement Officer,

While researching the state's purchasing patterns for window replacements and repairs, I see that you have often led those purchases above \$500,000. As a small business owner and certified SBR vendor, I am interested in similar work within the state's Small Procurement Categories I and II. My Capability Statement is attached. Are you the right person for these smaller purchase thresholds or can you direct me to a better contact?

Compete with Confidence

“

Do the best you can until you
know better. Then when you know
better, do better.

Maya Angelou



2023 Training



Maryland

GOVERNOR'S OFFICE OF
SMALL, MINORITY & WOMEN
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Tuesday, January 24, 2023

10 a.m.

Build Revenue In Your Backyard:
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Thursday, January 26, 2023

10 a.m.

State Procurement 101

Upcoming Workshops

Wednesday, January 11, 2023

10 a.m.

MD VSBE:
Federal SBA Update for Veteran-Owned
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Registrations open approximately 3 weeks in advance!



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Business Affairs**

<https://gomdsmallbiz.maryland.gov/Pages/default.aspx>

**Maryland's Office of Minority Business Enterprise
(OMBE)**

<https://www.mdot.maryland.gov/tso/pages/Index.aspx?PageId=90>

**Maryland Department of Commerce
Maryland Financial Incentives for Business**

<https://commerce.knack.com/maryland-funding-incentives>

**Maryland Small Business Development Center
(SBDC)**

<https://www.marylandsbdc.org/>

**Maryland Procurement Technical Assistance
Center (PTAC)**

<https://www.mdptac.org/>

Greater Baltimore SCORE

<https://greaterbaltimore.score.org/>

Maryland Women's Business Center (MWBC)

<https://marylandwbc.org/>

**Baltimore-Metro Women's Business Center
(Balt-Metro WBC)**

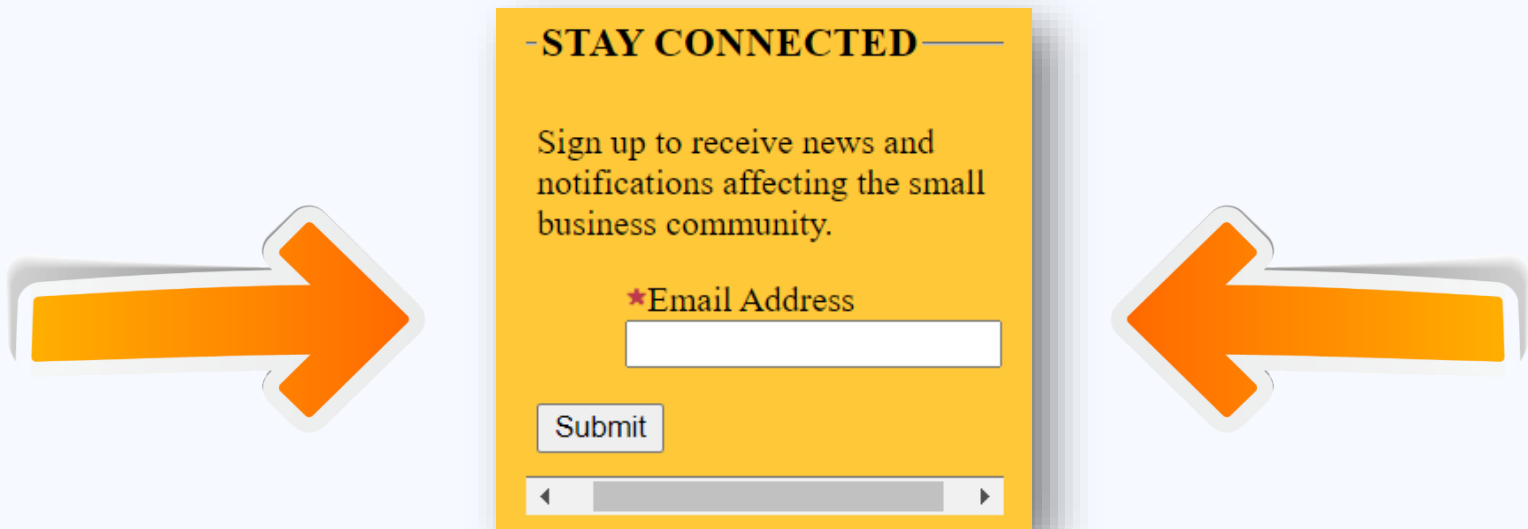
<https://www.baltmetrowbc.org/>

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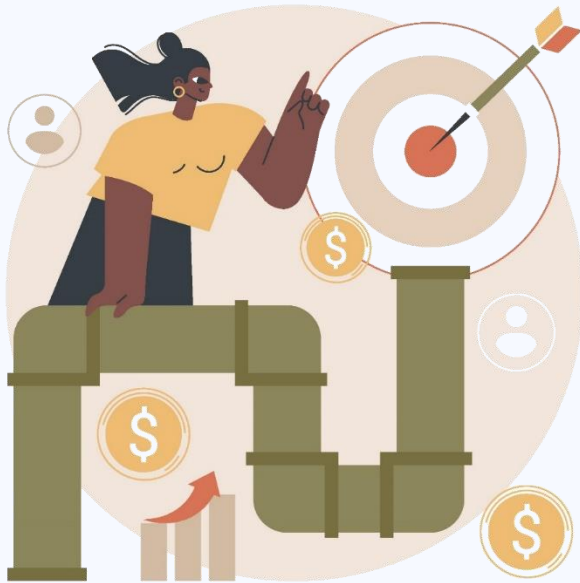
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Alison Tavik

Director, Communications & Outreach

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